

The Education Health and Care assessment process involves the local authority (SEN department) asking for and securing advice and information from agencies on the child or young person's needs and what provision may be required to meet those needs and outcomes. Paragraph 9.49 of the SEN Code of Practice explains what advice and information must be sought and who from. Agencies must respond within 6 weeks of the request.

1. Please provide a blank request form template or templates used for requesting advice and information from agencies as part of the EHC assessment process.
2. Please provide a copy of service agreements with agencies. If these cannot be disclosed in whole, I would like to see the information on any recommended phrasing for EHCP assessment reports where requested by the local authority: these may include assessments from educational psychology, social care, speech and language therapy, occupational therapy, physiotherapy, CAMHS etc. This is not an exhaustive list.

Thank you for your recent Freedom of Information Request.

I am now able to provide you with the information supplied by the relevant department, as follows:

1. Please provide a blank request form template or templates used for requesting advice and information from agencies as part of the EHC assessment process.

[Please find attached.](#)

2. Please provide a copy of service agreements with agencies. If these cannot be disclosed in whole, I would like to see the information on any recommended phrasing for EHCP assessment reports where requested by the local authority: these may include assessments from educational psychology, social care, speech and language therapy, occupational therapy, physiotherapy, CAMHS etc. This is not an exhaustive list.

[The LA does not have specific service agreements with partner agencies. Partnership working and compliance is however overseen by the Local Area SEND Accountability Board. Partner agencies also sit on the EHC Assessment Panel and are accountable for ensuring their respective agencies comply with requests for information and advice.](#)

I hope this now satisfies your request, and should you have any further enquiries please do not hesitate to contact me directly on the details below.

In addition to this and for future reference Nottingham County Council regularly publishes previous FOIR,s and answers on its website, under Disclosure logs. (see link)

<http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

You can use the search facility using keywords.

If you wish to raise any concerns about the way your request was dealt with, then please write to the Team Manager, Complaints and Information, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail [foi@nottsc.gov.uk](mailto:foi@nottsc.gov.uk) quoting the reference number above.

Kind Regards

Complaints, Information & Mediation Officer.  
Complaints and Information Team  
Chief Executive's Dept

Nottinghamshire County Council  
County Hall, West Bridgford, Nottingham, NG2 7QP